

b. Application. The application shall request the following information:

- (1) Name, date and place of birth, home address, and mailing address;
- (2) A photograph of the applicant suitable for positive identification;
- (3) A statement listing every jurisdiction in which the applicant is or has been authorized to practice, including license numbers and dates of issuance;
- (4) A chronology accounting for all time periods from the date the applicant entered medical school to the date of the application;
- (5) A photocopy of the applicant's medical degree issued by an educational institution and a sworn statement from an official of the educational institution certifying the date the applicant received the medical degree, verifying that the applicant's photograph is that of the graduate named on the application, and acknowledging what, if any, derogatory comments exist in the institution's record about the applicant. A complete translation of any diploma not written in English shall be submitted;
- (6) A statement disclosing and explaining any warnings issued, investigations conducted, or disciplinary actions taken, whether by voluntary agreement or formal action, by a medical regulatory authority, an educational institution, training or research program, or health facility in any jurisdiction;
- (7) A statement of the applicant's physical and mental health, including full disclosure and a written explanation of any dysfunction or impairment which may affect the ability of the applicant to engage in practice and provide patients with safe and healthful care;
- (8) A statement disclosing and explaining the applicant's involvement in civil litigation related to practice in any jurisdiction. A copy of the allegations is required. If the case is resolved, a copy of the final disposition, including any settlement agreement, is required; and
- (9) A statement disclosing and explaining any charge of a misdemeanor or felony involving the applicant filed in any jurisdiction, whether or not any appeal or other proceeding is pending to have the conviction or plea set aside.

10.4(4) *Special license application review process.* The process below shall be utilized to review each application for a special license.

a. An application shall be considered open from the date the application form is received in the board office with the nonrefundable special licensure fee.

b. After reviewing each application, staff shall notify the applicant or the applicant's academic institution about how to resolve any problems identified by the reviewer.

c. After final review, staff shall submit the application to the committee for review.

d. If the committee is able to eliminate questions or concerns without dissension from staff or a committee member, the committee may direct staff to grant administratively a special license.

e. If the committee is not able to eliminate questions or concerns without dissension from staff or a committee member, the committee shall recommend that the board:

- (1) Request that the applicant appear for an interview;
- (2) Grant a special license for practice at the medical college designated in the application;
- (3) Grant a license under certain terms and conditions or with certain restrictions;
- (4) Request that the applicant withdraw the licensure application; or
- (5) Deny a license.

f. The board shall consider applications and recommendations from the committee and shall:

- (1) Request that the applicant appear for an interview;
- (2) Grant a special license for practice at the medical college designated in the application;
- (3) Grant a license under certain terms and conditions or with certain restrictions;
- (4) Request that the applicant withdraw the licensure application; or
- (5) Deny a license. The board may deny a license for any grounds on which the board may discipline a license. The procedure for appealing a license denial is set forth in 653—9.15(147,148,150,150A).

10.4(5) *Special license application cycle.* If the applicant does not submit all materials within 90 days of the board office's last documented request for further information, the application shall be considered inactive. The board office shall notify the applicant of this change in status. An applicant must reapply and submit a new nonrefundable application fee and a new application, documents and credentials.

10.4(6) *Renewal of a special license.*

a. If the special physician licensee has not qualified for and received a permanent license, the board shall send a courtesy renewal notice by regular mail to the licensee's last-known address at least 60 days prior to the expiration date of the special physician license. The licensee is responsible for renewing the license prior to its expiration. Failure of the licensee to receive the notice does not relieve the licensee of responsibility for renewing that license.

b. A special physician licensee shall apply for a one-year renewal by submitting the following:

- (1) A completed renewal application;
- (2) The renewal fee of \$200; and
- (3) Evidence of continuing education and mandatory training on identifying and reporting abuse.

1. The requirement for continuing education is 20 hours of category 1 activity as specified in 653—Chapter 11.

2. The requirement for mandatory training on identifying and reporting abuse is specified in 653—Chapter 11.

The dean of the medical college shall submit a letter that addresses the individual's unique contribution to the practice of medicine in Iowa, how the anticipated contribution will serve the public interest of Iowans, and the need for renewal of this license. For a licensee who received the initial special license prior to July 1, 2001, the only statement needed from the dean is verification of the academic appointment the licensee continues to hold.

c. Failure of the licensee to renew a license within one month of the expiration date shall cause the license to become inactive. A licensee whose license is inactive is prohibited from practice until a new special license is granted according to subrules 10.4(3) and 10.4(4).

653—10.5(147,148,150,150A) Temporary licensure. The board may issue a temporary license authorizing a licensee to practice short term in Iowa to fulfill an urgent need or educational purposes. Temporary licensure is granted on a case-by-case basis.

10.5(1) *Temporary licensure to fulfill an urgent need.*

a. *General provisions.*

(1) The temporary license to practice is intended for physicians with short-term assignments in Iowa that fulfill an urgent need (e.g., replacement of a physician on medical leave) or clearly have no long-term implications for licensure. If the need changes or if the licensee wishes to continue in short-term assignments in other Iowa locations, the temporary licensee is expected to seek permanent licensure. Temporary licensure is not meant as a way to practice before a permanent license is granted.

(2) The board may issue a temporary license authorizing the licensee to practice in a specific location or locations in Iowa for a three-month period with the possibility of renewal for a second three-month period.

(3) A physician incidentally called into this state in consultation with a physician and surgeon licensed in this state, as defined in rule 10.1(147,148,150,150A), is not required to obtain a temporary license in Iowa.

(4) A physician may have no more than two assignments in Iowa requiring temporary licensure. The second assignment shall not occur within 12 months of the expiration of the first temporary license.

(5) A physician who seeks to practice in Iowa and does not qualify for a temporary license may be eligible for permanent licensure under 653—Chapter 9.

(6) The board may cancel a temporary license if the licensee has practiced outside the scope of this license or for any of the grounds for which licensure may be revoked or suspended as specified in Iowa Code sections 147.55, 148.6, and 272C.10 and 653—12.4(272C). When cancellation of such a license is proposed, the board shall promptly notify the licensee by sending a statement of charges and notice of hearing by certified mail to the last-known address of the licensee. This contested case proceeding shall be governed by the provisions of 653—Chapter 12.

(7) Temporary licenses and renewals shall be displayed in the primary location of practice.

(8) A temporary physician licensee shall notify the board of any change in address within one month of making an address change.

(9) A temporary physician licensee shall notify the board of any change in name within one month of making the name change. Notification requires a notarized copy of a marriage license or a notarized copy of court documents.

(10) A temporary physician licensee file shall be closed and labeled “deceased” when the board receives a copy of the physician’s death certificate.

b. Eligibility for a temporary license to fulfill an urgent need. To be eligible for a temporary license, an applicant shall meet all of the following requirements:

(1) Fulfill the application requirements specified in subrules 10.5(1)“c” and 10.5(1)“d”;

(2) Be at least 21 years of age;

(3) Hold an active, permanent license to practice in at least one United States jurisdiction. All licenses that the applicant has ever held in any jurisdiction in the United States or Canada shall be in good standing; and

(4) Have justification for temporary licensure from the head of the organization seeking the applicant’s services and clear delineation as to where those services will be delivered.

c. Requirements for a temporary license to fulfill an urgent need. To apply for temporary licensure, an applicant shall:

(1) Pay a nonrefundable temporary license application fee of \$200; and

(2) Complete and submit forms provided by the board, including required credentials, documents and a sworn statement by the applicant attesting to the truth of all information provided by the applicant.

d. Application. The application shall require the following information:

(1) Name, date and place of birth, home address, mailing address and principal business address;

(2) A photograph of the applicant suitable for positive identification;

(3) A statement listing every jurisdiction in which the applicant is or has been authorized to practice including license number and date of issuance;

(4) A chronology accounting for all time periods from the date the applicant entered medical school to the date of the application;

(5) A statement disclosing and explaining any warnings issued, investigations conducted, or disciplinary actions taken, whether by voluntary agreement or formal action, by a medical regulatory authority, an educational institution, training or research program, or health facility in any jurisdiction;

(6) A statement of the applicant’s physical and mental health, including full disclosure and a written explanation of any dysfunction or impairment which may affect the ability of the applicant to engage in practice and provide patients with safe and healthful care;

(7) A statement disclosing and explaining the applicant’s involvement in civil litigation related to practice in any jurisdiction. A copy of the allegations is required. If the case is resolved, a copy of the final disposition, including any settlement agreement, is required;

(8) A statement disclosing and explaining any charge of a misdemeanor or felony involving the applicant filed in any jurisdiction, whether or not any appeal or other proceeding is pending to have the conviction or plea set aside;

(9) A statement from the applicant justifying the need for a temporary license, including where the applicant intends to practice and the type of practice involved; and

(10) A letter from the head of the organization seeking the applicant's services explaining the need for the applicant's services in Iowa for a limited period of time, the scope of practice, and the exact location and facilities where the services are needed.

e. Application review process for a temporary license to fulfill an urgent need. The following process shall be utilized to review each application for a temporary license to fulfill an urgent need:

(1) An application shall be considered open from the date the application form is received in the board office with the nonrefundable temporary license fee.

(2) After reviewing each application, staff shall notify the applicant or designee about how to resolve any problems identified by the reviewer.

(3) If the final review indicates no questions or concerns regarding the applicant's qualifications for temporary licensure or the organization's need for a temporary licensee, staff may grant administratively a temporary license for a specific location or locations.

(4) If the final review indicates questions or concerns that cannot be remedied by continued communication with the applicant, the executive director, the director of licensure and administration, and the director of legal affairs shall determine if the questions or concerns indicate any uncertainty about the applicant's current qualifications for temporary licensure or the organization's need for a licensee with a temporary license.

1. If there is no current concern, staff shall grant administratively a temporary license.

2. If any concern exists, the application shall be referred to the committee.

(5) Staff shall refer to the committee for review matters which include, but are not limited to, falsification of information on the application, criminal record, malpractice, substance abuse, competency, physical or mental illness, educational disciplinary history, or questionable need on the part of the organization.

(6) If the committee is able to eliminate questions or concerns without dissension from staff or a committee member, the committee may direct staff to grant administratively a temporary license for a specific location or locations.

(7) If the committee is not able to eliminate questions or concerns without dissension from staff or a committee member, the committee shall recommend that the board:

1. Grant a temporary license for a specific location or locations;

2. Grant a temporary license under certain terms and conditions or with certain restrictions;

3. Deny a temporary license; or

4. Request that the applicant withdraw the temporary licensure application.

(8) The board shall consider applications and recommendations from the committee and shall:

1. Grant a temporary license for a specific location or locations;

2. Grant a temporary license under certain terms and conditions or with certain restrictions;

3. Request that the applicant withdraw the temporary licensure application. This request shall not imply that the applicant is ineligible for permanent licensure if that application process is pursued; or

4. Deny a temporary license. The board may deny a license for any grounds on which the board may discipline a license or for lack of need for a physician's services by the organization. The procedure for appealing a license denial is set forth in 653—9.15(147,148,150,150A).

f. Temporary license application cycle. If the applicant does not submit all materials within 90 days of the board office's last documented request for further information, the application shall be considered inactive. The board office shall notify the applicant of this change in status. An applicant must reapply and submit a new nonrefundable application fee and a new application, documents and credentials.

g. Renewal of a temporary license to fulfill an urgent need.

(1) When the temporary license is granted, the board shall inform the licensee that the license may be renewed once, if the need for the temporary license continues, and if the board office receives the renewal materials at least 14 days prior to the expiration of the license. The board will not send a notice of renewal.

(2) To apply for renewal of a temporary license, the licensee shall submit the following:

1. A request for renewal;

2. The renewal fee of \$100; and

3. Written justification for the renewal from the head of the organization seeking the applicant's services clearly delineating the location where those services will be delivered.

(3) Failure of the temporary licensee to renew a license by the expiration date shall cause the license to become inactive. The individual shall not practice in Iowa until securing a permanent medical license or until becoming eligible for a second temporary license.

10.5(2) Temporary licensure to fulfill educational purposes.

a. General provisions.

(1) The temporary license for educational purposes is intended for a physician from a foreign country who is properly admitted under a visa of the State Department of the United States to practice for short-term educational purposes, e.g., academic exchange. Temporary licensure is granted on a case-by-case basis.

(2) The temporary license for educational purposes is not intended for physicians requiring more extensive education, e.g., an entire residency or fellowship program.

(3) The temporary license for educational purposes does not allow the licensee to practice independently. The licensee shall not diagnose or treat patients, including prescribing medication, without direct physician supervision. The licensee may observe and interact with patients. The licensee may assist with procedures when a supervising physician is present in the room.

(4) In granting a temporary license for educational purposes, the board shall require the temporary licensee to practice under the supervision of an Iowa-licensed physician at all times in the board-approved location or locations.

(5) The board may issue a temporary license authorizing the licensee to practice to fulfill educational purposes for a three-month period with the possibility of renewal for a second three-month period.

(6) A physician may have no more than two assignments in Iowa requiring temporary licensure. The second assignment shall not occur within 12 months of the expiration of the first temporary license.

(7) A physician from a foreign country who seeks to practice in Iowa and does not qualify for a temporary license may be eligible for permanent licensure under 653—Chapter 9 or a special license under 653—10.4(147,148,150,150A).

(8) The board may cancel a temporary license if the licensee has practiced outside the scope of this license or for any of the grounds for which licensure may be revoked or suspended as specified in Iowa Code sections 147.55, 148.6, and 272C.10 and 653—12.4(272C). When cancellation of such a license is proposed, the board shall promptly notify the licensee by sending a statement of charges and notice of hearing by certified mail to the last-known address of the licensee. This contested case proceeding shall be governed by the provisions of 653—Chapter 12.

(9) A temporary physician licensee shall notify the board of any change in address within three days of making an address change.

b. Eligibility for a temporary license for educational purposes. To be eligible for a temporary license, an applicant shall meet all of the following requirements:

- (1) Fulfill the application requirements specified in paragraphs 10.5(2)“c” and 10.5(2)“d”;
- (2) Be at least 21 years of age;
- (3) Present evidence of holding a medical degree from an educational institution located in a jurisdiction outside the United States or Canada and listed in the Directory of Medical Schools published by the World Health Organization;
- (4) Present a letter from the dean of the medical college in which the applicant will be training that identifies the educational purpose for which the applicant seeks a license, the immediate supervisor responsible for ensuring that the licensee is at all times supervised in the clinical area, and the institution and location where the applicant will work; and
- (5) Present a letter from the supervising physician stating the supervising physician’s understanding of responsibility for this particular applicant if the applicant is granted a temporary license for educational purposes.

c. Requirements for temporary licensure to fulfill educational purposes. To apply for temporary licensure, an applicant shall:

- (1) Pay a nonrefundable temporary license application fee of \$200; and
- (2) Complete and submit forms provided by the board, including required credentials, documents and a sworn statement by the applicant attesting to the truth of all information provided by the applicant.

d. Application. The application shall require the following information:

- (1) Name, date and place of birth, home address, mailing address and principal business address;
- (2) A photograph of the applicant suitable for positive identification;
- (3) A statement listing every jurisdiction in which the applicant is or has been authorized to practice including license number and date of issuance;
- (4) A chronology accounting for all time periods from the date the applicant entered medical school to the date of the application;
- (5) A statement disclosing and explaining any warnings issued, investigations conducted, or disciplinary actions taken, whether by voluntary agreement or formal action, by a medical regulatory authority, an educational institution, training or research program, or health facility in any jurisdiction;
- (6) A statement of the applicant’s physical and mental health, including full disclosure and a written explanation of any dysfunction or impairment which may affect the ability of the applicant to engage in practice and provide patients with safe and healthful care;
- (7) A statement disclosing and explaining the applicant’s involvement in civil litigation related to practice in any jurisdiction. A copy of the allegations is required. If the case is resolved, a copy of the final disposition, including any settlement agreement, is required;
- (8) A statement disclosing and explaining any charge of a misdemeanor or felony involving the applicant filed in any jurisdiction, whether or not any appeal or other proceeding is pending to have the conviction or plea set aside;
- (9) A statement from the applicant justifying the need for a temporary license, including the nature of the educational purpose, where the applicant intends to train and the type of practice involved;
- (10) A letter from the dean of the medical college in which the applicant will be training that identifies the educational purpose for which the applicant seeks a license, the supervising physician responsible for ensuring that the licensee is at all times supervised in the clinical area, and the institution and location where the applicant will train; and
- (11) A letter from the supervising physician stating the supervising physician’s understanding of responsibility for this particular applicant if the applicant is granted a temporary license for educational purposes.

e. Application review process for a temporary license to fulfill educational purposes. The following process shall be utilized to review each application for a temporary license to fulfill educational purposes:

(1) An application shall be considered open from the date the application form is received in the board office with the nonrefundable temporary license fee.

(2) After reviewing each application, staff shall notify the applicant or designee about how to resolve any problems identified by the reviewer.

(3) If the final review indicates no questions or concerns regarding the applicant's qualifications for temporary licensure and the applicant's need for a temporary licensee, staff may grant administratively a temporary license for a specific location or locations.

(4) If the final review indicates questions or concerns that cannot be remedied by continued communication with the applicant, the application shall be referred to the committee.

(5) Staff shall refer to the committee for review matters which include, but are not limited to, falsification of information on the application, criminal record, substance abuse, physical or mental illness, educational disciplinary history, questionable educational purpose or the supervising physician's disciplinary history.

(6) If the committee eliminates questions or concerns without dissension from staff or a committee member, the committee may direct staff to grant administratively a temporary license for a specific location or locations.

(7) If the committee cannot eliminate questions or concerns without dissension from staff or a committee member, the committee shall recommend that the board:

1. Grant a temporary license for a specific location or locations;
2. Deny a temporary license; or
3. Request that the applicant withdraw the temporary licensure application.

(8) The board shall consider applications and recommendations from the committee and shall:

1. Grant a temporary license for a specific location or locations;
2. Request that the applicant withdraw the temporary licensure application; or
3. Deny a temporary license. The board may deny a license for any grounds on which the board may discipline a license, for lack of a qualified supervisor, or for lack of a legitimate educational purpose. The procedure for appealing a license denial is set forth in 653—9.15(147,148,150,150A). Denial of a license or a request to withdraw the application shall not imply that the applicant is ineligible for permanent licensure if that application process is pursued.

f. Temporary license application cycle. If the applicant does not submit all materials within 90 days of the board office's last documented request for further information, the application shall be considered inactive. The board office shall notify the applicant of this change in status. An applicant must reapply and submit a new nonrefundable application fee and a new application, documents and credentials.

g. Renewal of a temporary license for educational purposes.

(1) When the temporary license is granted, the board shall inform the licensee that the license may be renewed once, if the need for the temporary license continues, and if the board office receives the renewal materials at least 14 days prior to the expiration of the license. The board will not send a notice of renewal.

- (2) To apply for renewal of a temporary license, the licensee shall submit the following:
1. A request for renewal from the licensee;
 2. The renewal fee of \$100;
 3. Written justification for the renewal from the dean of the medical college; and
 4. Acknowledgment from the supervising physician that the relationship between the licensee and the supervising physician will continue until the license expires or the licensee leaves the college, whichever occurs earlier.
- (3) The individual shall not practice in Iowa until securing a permanent medical license or until becoming eligible for another temporary license.

653—10.6(17A,147,148,272C) Waiver or variance requests. Waiver or variance requests shall be submitted in conformance with 653—Chapter 3.

These rules are intended to implement Iowa Code chapters 17A, 147, 148, 150, 150A, and 272C.

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